

**MINUTES OF THE (Q2) QUARTERLY PERFORMANCE MEETING OF THE  
CHIEF OFFICER GROUP, HELD ON TUESDAY 9 DECEMBER 2014 AT 9.00 AM  
IN THE KING ORRY ROOM, CABINET OFFICE, GOVERNMENT OFFICE**

**Present:** Mr W Greenhow, Chief Secretary, Cabinet Office  
Prof R Barr, Chief Executive, Department of Education and Children  
Mr C Corlett, Chief Executive, Department of Economic Development  
Mr R Lole, Chief Executive, Department of Environment, Food and Agriculture  
Mr M Charters, Chief Executive, Department of Health and Social Care  
Mr S Jackson, Director of Finance, Department of Home Affairs  
Mr N Black, Chief Executive, Department of Infrastructure  
Dr M Couch, Chief Financial Officer, Treasury  
Mr J Callister, Executive Director, Office of Human Resources, CO  
Mr C Hawker, Acting Executive Director, Policy and Strategy, CO  
Mrs A Martin, Chief Operating Officer, Attorney General's Chambers  
Ms C Hunter, Head of Corporate Communications, CO  
Ms J D Hetherington, Executive Assistant to the Chief Secretary, CO

**Apologies:** Mr M Kelly, Chief Executive, Department of Home Affairs  
Mr D Davies, Director of Change and Reform, CO

**115/14 MINUTES OF THE COG MEETINGS HELD ON 23 SEPTEMBER 2014 &  
14 OCTOBER 2014**

Having been previously circulated, the minutes of the meetings of 23 September 2014 and 14 October 2014 were agreed and signed by the Chief Secretary.

**116/14 MATTERS ARISING**

There were no matters arising from the minutes of 23 September 2014 or the minutes of 14 October 2014.

**117/14 ECONOMIC UPDATE – QUARTERLY REPORT ON THE ECONOMY**

The Acting Executive Director of Policy and Strategy provided an update on the Quarterly Report on the Economy for the period 1 July – 30 September 2014.

The Group noted that there had been positive feedback from the "Business Barometer" survey, conducted by the Chamber of Commerce ("CoC"). The Group also noted that the CoC was supportive of the Government's ongoing work to reduce the size of the public sector. However, it was further noted that the CoC had raised some concerns in regard to levels of Government investment in growing the economy.

Following discussion, the Group agreed that all Departments should fully support the Department of Economic Development in its work to grow the economy.

The Group noted that a report from the Organisation for Economic Co-operation and Development ("the OECD") entitled "[\*Focus on Inequality and Growth\*](#)" had been published on 9 December 2014.

The Group further noted that the OECD report would be considered during the next quarter, as it had concluded that tackling inequality (e.g. by supporting poorer members of society to invest in their education) could help to deliver a fairer society and a stronger economy.

## **118/14 VISION 2020 ACTION PLAN**

The Chief Executive of the Department of Economic Development ("DED") provided an update on the Vision 2020 action plan, which included details of the key actions required by Government to support economic growth in 2014/15.

The Group noted an offer from the Chief Executive, DED to present the Vision 2020 plan to Departmental Senior Management Teams across Government for the second time, in order to reinforce the importance of Departments' roles in delivering the required economic outcomes.

## **119/14 FINANCIAL PERFORMANCE – MONTH END FINANCIAL REPORT**

The Chief Financial Officer ("CFO") briefed the Group on the Month End Financial Report for the period ending 31 October 2014.

The Group noted that work was ongoing to strengthen and formalise links between the CFO and Departmental Finance Officers, in order to ensure a rigid reporting system into the Treasury. During discussion, the Group acknowledged the importance of submitting the correct Departmental data to Treasury which could be effectively consolidated to provide more accurate financial reporting towards the year end.

Following discussion, it was agreed that the CFO would distribute a summary paper to the Group.

## **120/14 OHR PERFORMANCE**

### **a) HR Management Information Report**

The Executive Director, OHR provided an update on the HR Management Information Report for the quarterly period ending 30 September 2014.

The Group noted the statistics at the end of the second quarter which included the:

- Number of posts across the Isle of Man Public Service
- Number of full time equivalent people in post
- Recruitment and leavers' activity
- Management of sickness absence
- Corporate and Civil Service absence

It was noted that the "Healthy Worker" course had had a positive impact within some sections of Government, which could potentially ameliorate resource implications in other areas of Government if the course had a broader take-up.

The concept of introducing a "Fit Note" initiative was discussed, and it was agreed that this matter would be given further consideration by the Treasury and the Department of Health and Social Care. Other potential initiatives were also discussed.

Following discussion, the Group agreed to examine monthly Departmental figures in more detail and also agreed to ensure that all relevant recording processes were accurate and up to date.

The Group noted that although information pertaining to Bradford Factor scores was routinely reported (i.e. as a mechanism for highlighting frequent, short-term employee sick leave) there remained a need for long-term sickness absence data to be monitored. The Executive Director, OHR agreed to provide data on long-term absences, by Department.

## **121/14 PERFORMANCE MANAGEMENT – AGENDA FOR CHANGE**

The Group reviewed the Agenda for Change Performance Report for the quarterly period ending 30 September 2014.

The Group noted that exception reports and intervention plans were provided for underperforming objectives and explanatory comments were also included where required.

## **122/14 LEGISLATIVE PROGRAMME**

The Group reviewed the updated Legislative Programme and noted that 28 Bills have a target date of 2014/15 for introduction into the Branches. The Group noted a list of 16 Bills which were currently being drafted as priorities by the Attorney General's Chambers, of which 6 had been drafted.

The Group also noted that since October 2013, 17 Bills had been introduced into the Branches. It was further noted that 12 had completed their passage through the Branches and of these, 11 had received Royal Assent. It was noted that 5 of the Bills which had been introduced were yet to complete their passage through the Branches.

## **123/14 GOVERNMENT TECHNOLOGY SERVICES**

The Group considered two reports submitted by the Director of Government Technology Services ("GTS").

### **a) Performance Report**

The Group noted the detailed performance report for operational service; customer service; change management projects; financial performance and organisational development within GTS.

### **b) Savings Report**

The Group noted the detailed savings report for GTS.

## **124/14 DEPARTMENTAL PERFORMANCE REPORTS**

The Group considered Departmental Performance Reports which included the level of savings expected; level of savings achieved; financial pressures and challenges; risks and Departmental issues.

Reports were received and considered from all Departments as follows:

- Economic Development;
- Education and Children;
- Environment, Food and Agriculture;
- Health and Social Care;
- Home Affairs;
- Infrastructure; and
- Treasury

Each Departmental Performance Report was presented by the Chief Executive (or Deputy in attendance) and it was agreed that although each Department faced its own unique set of economic and operational challenges, it was very useful to share this information across the Group on a regular quarterly basis.

## **125/14 COMMUNICATIONS GRID**

The Head of Corporate Communications briefed the Group on the content of the Communications Grid for December 2014.

## **126/14 ANY OTHER BUSINESS**

### **a) Island of Culture 2014**

During discussion, the Group acknowledged that the Island of Culture 2014 was drawing to a close, and agreed that it had been a success. It was also agreed that there would be a communication issued on this matter.

The meeting ended at 1.05pm.

W. Alow

Chief Secretary

13/1/15

Date